

**STATE OF FLORIDA**  
**DEPARTMENT OF MILITARY AFFAIRS1705**  
Office of the Adjutant General  
St. Francis Barracks, P.O. Box 1008  
St. Augustine, FL 32085-1008

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**(Open-Competitive)**

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**Position:** 62000309  
**Position Title:** Groundskeeper  
**Pay Grade:** 006  
**Salary:** \$17,910.10  
**Directorate:** 125<sup>th</sup> Fighter Wing  
**Job Status:** Full-Time  
**Appointment Type:** Career Service  
**Work Location:** Jacksonville, FL  
**Application Deadline:** 11:59 P.M. on 30 June 2012

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**TO APPLY:** Click on PeopleFirst <https://peoplefirst.myflorida.com/logon.htm> to "Begin Application Process". Applicants may also fax application or supporting documentation (DD 214, or equivalent certification, as required by Rule 55A-7, F.A.C.) to People First at 1-888-403-2110 by the closing date. People First will contact applicant to ask pre-screening questions.

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**CONDITION OF EMPLOYMENT:**

- (1) New employees of the Department of Military Affairs will be required to participate in a direct deposit/electronic transfer program. . [SOF Direct Deposit Form](#)
- (2) New employees of the Department of Military Affairs will be required to complete a medical health history form.
- (3) Employment in this position will be contingent upon the employee's ability to pass pre-employment screenings. [Chapter 435 Employment Screening](#)
- (4) Applicants may be required to submit to a background & fingerprint check and/or security clearance. [Employee Security Checks](#)
- (5) [Section 110.11528, Florida Statutes](#), prohibits employment by the State (including re-hire after a break in service) of any male born after October 1, 1962, who failed to register with the [Selective Service System](#), under the provisions of the [U.S. Military Selective Service Act](#) during the person's period of eligibility (ages 18 through 25). Additionally, if currently employed by the State, this law prohibits the promotion of such person.
- (6) [E-Verify](#) - Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
- (7) This position requires medical monitoring. Continued employment in this position requires the incumbent to take annual medical monitoring physicals.

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**CAREER SERVICE POSITIONS ONLY: [Veterans' Preference Overview](#)**

(1) Pursuant to [Chapter 295, Florida Statutes](#), veterans, and spouses of veterans may receive preference in employment and are encouraged to apply.

For applicants claiming Veterans' Preference, please attach your supporting documentation when you apply for a vacancy.

For the purposes of appointments, retention, reinstatement, and reemployment, Veterans' Preference ensures that veterans and eligible spouses of veterans are given consideration at each step of the selection process.

However, preference does not guarantee that a veteran or the eligible spouse of a veteran will be the candidate selected to fill the position.

(2) If a laid off employee applies for a position, they have the right to a first interview. It is the applicant's responsibility to submit documentation of their laid off status along with the application. This only applies to employees laid off from Career Service positions.

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**JOB-RELATED REQUIREMENTS FOR THIS POSITION:**

(1) One year of experience in groundskeeping and/or landscaping.

(2) Must maintain a Florida Drivers License.

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**DUTIES AND RESPONSIBILITIES:**

The Department of Military Affairs is committed to using its assets, including its human resource assets in a responsible manner, to provide exemplary customer service to all the people of the State of Florida. The incumbent will perform the duties of this position in a manner that reflects this commitment.

**Insures proper maintenance of base lawns, shrubs, and trees to include:**

Maintaining all lawns on base insuring that the length does not exceed 6 inches between cuttings.

Maintaining all field areas on base insuring that the length does not exceed 8 inches between cutting.

Maintaining all ditch lines on base insuring that the length does not exceed 10 inches between cutting.

Insure all sidewalks and curb areas are edged once a month during the growing season.

Maintaining hedges and shrubs around base insuring that they are trimmed at least once a month during the growing season.

Survey and determine shaping and trimming requirements for trees on base annually.

**Insures proper maintenance and servicing of Mowers, weed eaters, chainsaws and edging equipment to include:**

Performs maintenance and repairs on push and riding type mowers and Identifies equipment that require contract maintenance to the State Supervisor.

Performs maintenance and repairs of weed eaters, chain saws, hedge trimmers, blowers and stick edger's and all other 2 cycle lawn equipment.

Performs maintenance and repairs of walk behind edger's .

Responsible for insuring an adequate supply of spare parts are on hand to maintain all lawn equipment.

**Establishes and maintains fertilization and weeding schedule for base lawns to include:**

Establish fertilization and weeding schedule for State supervisors review annually  
Identify supplies required to meet annual schedule and insure items are ordered in time to meet the fertilization and weeding schedule

**Insures proper maintenance and repair of base irrigation systems:**

Performs a functional inspection of all irrigation systems on base annually to insure proper operation report findings to State Maintenance supervisor  
Responsible for insuring an adequate supply of spare parts are on hand to maintain all irrigation systems on base

**Maintains records and performs all other assigned duties:**

Responsible for maintaining lawn maintenance work orders and lawn equipment records  
Perform all other duties assigned by the State Maintenance Supervisor to include but not limited to; assisting other labors and Maintenance mechanics in their assigned duties.

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**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:**

<http://www.onetonline.org/find/quick?s=37-3011>

(Note: The knowledge, skills, and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills, and abilities may be applicable for individual positions in the employing agency.)

Knowledge of groundskeeping techniques.

Skill in using lawn mowers, tree trimmers and cutters and other garden tools.

Ability to maintain lawns and grounds.

Ability to keep records.

Ability to plan, organize and coordinate work assignments.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships with others.

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**NOTIFICATION:**

**(1)** The State of Florida is an [Equal Opportunity Employment](#) / [Affirmative Action](#) Employer and does not tolerate discrimination or violence in the workplace.

**(2)** Applicants requiring a reasonable accommodation, as defined by the [Americans with Disabilities Act](#), must notify the agency hiring authority and/or the People First Service Center (1-877-562-7287). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

**(3)** The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with [Section 112.0455, F.S., Drug-Free Workplace Act](#).